



**Board of Nursing Home Administrators
Dept of Health
Point Plaza East
Room 153
310 Israel Rd SE
Tumwater, WA 98501
November 19, 2004**

Board Members Present:

Lennette Watson, Chair, NHA
Linda Batch, LPN
Donna El-Din, PT
Keith Fauerso, NHA
Susan Quigley, NHA
Carol F. Hart, Public Member
Daniel Murray, NHA

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff Present:

Paula Meyer, Executive Director
Terry West, Deputy Director
Kendra Pitzler, Program Manager
Judy Young, Staff Attorney
Janet McCaffrey, Administrative Assistant

BNHA Business Meeting

1. Opening—Lennette Watson, Chair

- Call to Order – Lennette Watson called the meeting to order at 9:06 AM, November 19, 2004.
- Introductions – All attending members and staff introduced themselves to new member, Daniel Murray.
- Order of Agenda - Order of Agenda approved.
- Correspondence – No correspondence.
- Announcements – None.

2. Consent Agenda—DISCUSSION/ACTION

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Commission without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- Approval of November 19, 2004 agenda
- Approval of August 27, 2004 minutes
- September budget report
- HPQA Policy on Withdrawal of Statement of Charges
- Current HSQA and Section 6 Organization Chart

ACTION: The consent agenda was approved by the Board.

3. Report on Conferences- Susan Quigley and Linda Batch - DISCUSSION

- National Association of Boards of Examiners of Long Term Care Administrators (NAB) winter conference follow-up.

DISCUSSION: Susan Quigley reported on the NAB winter conference she attended on November 3, 4 and 5 in Scottsdale, Arizona. She was able to attend three different committee meetings on the following topics: Reciprocity, Standards of Practice, and Continuing Education Requirements. Found all to be interesting and informative.

- Board/Commission/Committee Conference

DISCUSSION: Linda Batch reported on the conference she attended on October 29, 2004 in Tumwater, Washington. There were a large number of different topics covered and she was generally impressed with the content of the presentations.

4. Program Manager Report – Kendra Pitzler – DISCUSSION

- Update on Caregiver/NA Training Programs

DISCUSSION: A committee comprised of members from the Department of Health; Department of Social and Health Services; and the Nursing Commission have completed a spreadsheet outlining the specific content of all long-term care training programs in Washington State. A copy of this spreadsheet was included with the agenda packet. The differences between the types of training were discussed as well as what attempts were being made to create a ladder from Caregiver training to Nursing Assistant training. Research into this subject is still on-going.

5. Executive Director Report – Paula Meyer - Discussion

- HPQA Reorganization Update

DISCUSSION: At the previous meeting, Laurie Jenkins, Acting Assistant Secretary for the Health Services Quality Assurance Section, had explained that HPQA was in the process of consolidating all of the investigator and staff attorneys into one unit. Ms. Meyer presented the Board with an update on the process and assured the Board that the level of service (with respect to the legal and investigative processes) has and will remain the same.

- HPQA Section 6 Reorganization Update

DISCUSSION: Ms. Meyer discussed the changes to Section 6. Since no new professions will be added or eliminated during the HPQA reorganization, changes effecting Nursing Home Administrators are minor.

6. Administrator-in-Training sub-committee – Keith Fauerso - DISCUSSION/ACTION

DISCUSSION: A phone conference was conducted on November 16 for the purpose of discussing materials from a report created by the Center for Workforce Studies and to discuss ongoing issues with determining what other state's programs could be described as "substantively equivalent" to those prevailing in this state. Present via phone were the following subcommittee members: Keith Fauerso, Linda Batch, and Susan Quigley.

ACTION: More time and discussion is needed due to the wide range of different licensure requirements. The end goal is to provide staff with a set of criterion for determining if a candidate has participated in a "substantively equivalent" program. The committee will meet again in approximately two weeks.

7. 2005 Meeting Dates/Places – Discussion/Action

- Establish meeting dates for 2005 quarterly meetings

DISCUSSION: A suggestion was made that two meetings per year be conducted via phone with a meeting location established in Tumwater for any member of the public interested in attending.

ACTION: 2005 meeting dates were established as follows:

- February 23rd at 12:30 pm. This will be a phone conference.
- May 20th at 9 am in Tumwater.
- August 24th at 12:30 pm. This will be the 2nd phone conference.
- November 18th (tentative) at 9 am in Tumwater. This date is subject to change.

8. Executive Session

The Board went into executive session at 9:59 am to make case disposition decisions regarding investigative cases. The Board was out of executive session at 10:33 am. This was followed by a short break from 10:33 am to 10:43 am.

10:43AM–OPEN MIKE

- None

9. New Board Member Orientation

- Introduction to the Department of Health – Paula Meyer, Executive Director
- Meetings, Budget and Travel – Terry West, Deputy Director to Paula Meyer
- Rules Process – Kendra Pitzler, Program Manager

Meeting was adjourned for a lunch break at 11:55 am and reconvened at 1:05 pm

- Licensing – Kendra Pitzler, Program Manager
- Introduction to Case Management Process
- Investigations – Kendra Pitzler, Program Manager
- Disciplinary Process – Judy Young, Staff Attorney

10. Closing

The meeting was adjourned at 2:25 p.m.